Checking Out Loanable Technology

- Policies for Multimedia Lab and for computer usage apply to laptop usage as well.
- You are required to present a current student CTC ID at the Multimedia Desk to borrow equipment. Other forms of ID are not accepted.
- Laptops are available to loan to CTC students, faculty and staff only.
- No proxy forms may be used. Laptops are not allowed to be checked out on behalf of other individuals, campus groups, units, or departments. The patron who checks out the laptop is solely responsible for any and all fees and fines associated with the laptop.
- No equipment will be checked out to any persons with overdue items or fees.
- Staff will inspect the equipment for damage before it is borrowed and when it is returned. Users are required to report any problems experienced with the equipment during their borrowing period.
- The patron agrees to return the laptop on time in the same operating condition as when it was borrowed, including all peripherals and accessories. If the laptop is returned damaged or incomplete, the following charges will apply: A charge of will be assessed for each lost power cord and for a lost battery. Damage charges will be assessed based on the actual repair costs, per IT.

- If the patron fails to return the laptop at all, or if the laptop is returned too damaged to be repaired, the patron will be billed the entire replacement cost of the laptop, which is **$1,200.00-2,000.00**, depending on the model loaned.
- A patron who returns a laptop damaged or incomplete, or who fails to return it will also have his or her borrowing privileges suspended, and a hold will be placed on his or her student account preventing him or her from receiving grades or transcripts, from registering for classes and/or from graduating, until damages and/or lost fees are paid in full.
- Return equipment to the Multimedia Desk. The Library is not responsible for equipment left unattended.
- By checking out the equipment, you accept responsibility for repair/replacement of items that are lost, stolen, or damaged.
- You will abide by the Central Texas College XIII Computer Usage section, page 55 of the [Student Handbook](#).
- The Library is not responsible for lost data. **ALL** data is automatically deleted when the equipment is returned.
- Users need to save their data to a personal flash drive or cloud storage. **Do not** save anything to the laptop's "C" drive; it will be deleted once the laptop is powered off or restarted by the user or after performing automatic Maintenance Mode. The library does not assume responsibility for user's data.
- Laptop login password: _____

Loan Period

- The standard loan period for equipment is 7 days. Patrons will bring back the laptop each week to renew for additional time as needed. Laptops can be renewed IF 1) there is no waitlist and 2) up until the end of the semester or until the

patron is no longer actively enrolled in classes. The ability to renew is not guaranteed.

- Laptops are due back to the Service Desk one hour before the library closing time.
- Equipment is available on a first-come, first-served basis and may not be reserved or held for individual or class use.
- Some equipment, such as laptops and iPads, are limited to one check out at a time.
- There is a 24-hour turnaround time for maintenance on the returned iPads. There is a 3-hour turnaround time for maintenance on the returned laptops.

Overdue, Lost or Damaged Material

You are responsible for returning all items borrowed with your CTC ID card by their due date. When an item becomes overdue, borrowing privileges will be blocked until the item is returned. After 7 days, unreturned equipment will be considered stolen or lost. **Charges for full replacement value will be imposed.** Campus Police will be notified and an investigation may be initiated.

- Damaged equipment or accessories will be evaluated to determine if the item can be repaired or a new one must be ordered.

Lost equipment and lost ID cards should be reported as soon as possible to a staff member at the appropriate service desk. As soon as the Library determines that an item is lost, the user will be sent a bill for the cost of replacement. Items are evaluated to determine if the item can be repaired or a new one must be ordered. The user is billed for a damaged item at a fee determined by CTC staff.

The Library will not be responsible for damage done to users' external storage media or non-Library multimedia/computer equipment used with Library equipment.

Attempts to damage and/or alter college equipment or software is a violation of college policy. Violators of this policy are subject to disciplinary action as prescribed in the student handbook and employee handbooks.

Saving Files, Personal Data & Information

- Users must provide their own digital media for storage.
- Users may not download executable files to the hard drive of laptops.
- Any additional apps or media purchased by the user during the loan period must be made with the user's own funds, and are not the responsibility of the Library.
- The Library is not responsible for any information the user puts on or leaves on our equipment. Any data or documents saved to the laptop by the user during the loan period will be permanently erased during the restore process.

Name:_____

Date:_____